



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

DivO 5290.1A W/C#1
G-3T
20 Dec 95

DIVISION ORDER 5290.1A

From: Commanding General
To: Distribution List

Subj: STANDARD PROCEDURES FOR PHOTOGRAPHIC SERVICES

Ref: (a) MCO P5290.1
(b) CG MCB Camp Butler/CG 3d MarDiv, Memorandum of Understanding (MOU) of June 92

1. Purpose. To promulgate standard procedures for official photographic services for 3d Marine Division.

2. Cancellation. DivO 5290.1A

3. Information

a. The Division Audiovisual Support Section (DAVSS) is designated by the Commandant of the Marine Corps as a Class V Photographic Facility for military combat contingency requirements and military intelligence operations. DAVSS is under the staff cognizance of the Assistant Chief of Staff, G-3. The use of video and still photography to record operations, training, and other activities to facilitate future operations, planning, and historical documentation is of paramount importance. The reference is the basic directive governing the use of ground photography throughout the Marine Corps. The coverage of award ceremonies and similar activities will be limited to those which are of significance to the Marine Corps.

b. The DAVSS is located on Camp Foster in building 478 with operating hours of 0730-1630 Monday through Friday. On Friday afternoon, the DAVSS is secured for training and maintenance of equipment. Approved official photographic coverage for events occurring after normal working hours will be available by prior arrangement.

c. Per reference (b), DAVSS is under administrative control of the Commanding General, Marine Corps Base, Camp Butler, and the Director of the Training and Audio Visual Support Center (TAVSC). The Director of TAVSC is responsible for the assignment and training of audiovisual personnel, daily routine, leadership, administration, and management of the DAVSS. DAVSS operational control remains with the 3d Marine Division to support the exercises and combat operations of the Division.

d. Requesting Procedures

(1) All requests for photographic requirements of an operational nature should be submitted five days in advance to the 3d Marine Division Combat Camera Officer. Photographic coverage of operations and training at locations other than Okinawa requires 30 days' advance notice. The requester is required to provide transportation, meals, and technical advice. Normally, photographers are assigned to the S-3 section at regimental or battalion level. In the case of smaller elements the company commander or officer-in-charge will provide guidance to the photographer.

(2) The requesting activity is responsible for arranging all transportation required to accomplish the desired photography. This includes transportation to and from the area designated by the requester and for aircraft when aerial coverage is required. Requests for photographic coverage which requires a photographer to deploy from Okinawa will require temporary additional duty (TAD) orders from MCB Camp Butler for the photographer assigned. Such requests must be submitted sufficiently in advance to facilitate order writing requirements.

e. Photographers have secret clearances and should be briefed on the basic operations plan in order to plan proper coverage of events. If necessary, photographers should be given assistance to establish liaison with the Navy audiovisual units aboard ship for the use of facilities and equipment.

f. Services Provided

(1) Administrative Photography. Requests for photographic services for promotions, awards, ceremonies, and other newsworthy events will be submitted to the DAVSS. In those cases where there is no official requirement for coverage, the individual organization should use Polaroid equipment that is available through the supply system.

(2) Routine Still Photography. Routine requests for official black and white photography covering such subjects as tests and evaluations, historical events, progress reports, training, and operational events will be submitted directly to the Division Combat Camera Officer/NCOIC. The request should be submitted at least 48 hours prior to the time the photographer is required. All still photography is limited to manual processing and printing. Sizes available are: 4" X 5", 5" X 7", 8" X 10", and 11" X 14".

(3) Color Slides. Developing 35mm color slides requires special chemical treatment and a longer processing time. Requests for 35mm color slides should be submitted to the Division Combat Camera Officer at least five working days prior to the finished product due date.

(4) Identification Photography. Official officer portraits, full length ID photographs, weight control photographs, and official passport photographs are the only types of identification photography that are authorized. Identification photography work requests can be completed at building 13, Camp Butler. Per the reference, all pass and ID photographs will be done by the Provost Marshal's Office located at building 456, Camp Foster.

(5) Special Photography. Requests not specifically covered by this Order should be submitted to the Division Combat Camera Officer via the Assistant Chief of Staff, G-3, 3d Marine Division, for approval.

(6) Motion Picture Photography. Video capability is limited to 3/4" and Hi-8 video. Video documentation is limited to mission essential training only.

4. Action

a. Division Combat Camera Officer

(1) Provide advice to all staff officers and organizations within the Division regarding photographic matters

(2) Plan and direct all official photographic projects accomplished within 3d Marine Division.

b. Assistant Chief of Staff, G-3

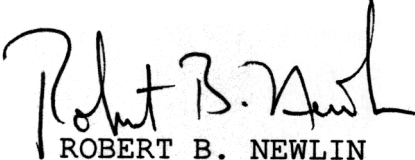
(1) Provide oversight of the audiovisual program.

(2) Ensure DAVSS's fiscal requirements are included in the annual G-3 fiscal budget.

DivO 5290.1

20 Dec 95

c. Commanding Officers of Regiments and Separate Battalions.
Ensure compliance with this Order when requesting audiovisual support.



ROBERT B. NEWLIN
Chief of Staff

DISTRIBUTION: B/C



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

DivO 5290.1A Ch 1
G-3T

30 SEP 1998

DIVISION ORDER 5290.1A Ch 1

From: Commanding General
To: Distribution List

Subj: STANDARD PROCEDURES FOR PHOTOGRAPHIC SERVICES

1. Purpose. To direct a pen change to the basic Order.

2. Action

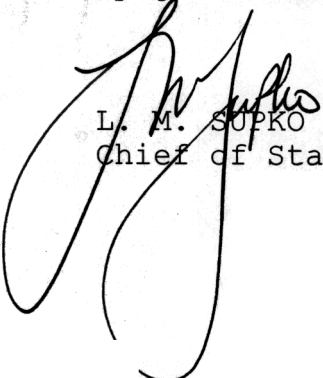
a. On page 1, do the following pen changes:

(1) Paragraph 2, remove "5290.1" and replace it with "DivO 5290.1".

(2) Paragraph 3b, line 1 remove "Camp Butler" and replace it with "Camp Foster" and remove "13" and replace it with "478".

b. On page 3, paragraph 3f(4) line 8, remove "319" and replace it with "456".

3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.


L. M. SUPKO
Chief of Staff

DISTRIBUTION: B/C



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

In reply refer to:

5215

ADJ

10 Aug 98

From: Adjutant Chief, 3d Marine Division
To: Assistant Chief of Staff, G-3, 3d Marine Division

Subj: REVIEW OF DIVISION ORDER 5290.1A

Ref: (a MCO P5215.1F

1. In accordance with the reference, the subject directive, originating from your section, requires annual review. This annual review form must be returned to the Division Adjutant, regardless of any changes made to the directives, by 24 August 1998.

M.D. SINGERHOUSE

M. D. SINGERHOUSE
MSGT USMC

9/2/98

FIRST ENDORSEMENT

From: *A/CS G-3 (TRAINING)*
To: Adjutant Chief, 3d Marine Division

1. Returned. The subject directive has been reviewed and (choose one of the following)

☐ a. The directive is current.

☒ b. The directive require attached or will be forwarded by

highlighted on the end

☐ c. The directive is no canceled

<